



# Goddard Policy Directive

<b>DIRECTIVE NO.</b>	GPD 3000.1A
<b>EFFECTIVE DATE:</b>	March 1, 2005
<b>EXPIRATION DATE:</b>	March 1, 2010

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**Responsible Office:** 100/Office of the Director

**Title:** Goddard Space Flight Center Diversity Council

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## 1. POLICY

It is the policy of the Goddard Space Flight Center (GSFC) to develop and maintain a vital and effective workforce by involving employees in the creation of a work environment conducive to their best performance according to the Center's values and goals. To create an inclusive organization, it is the Center's vision to foster an organizational climate where Goddard employees respect, appreciate, and value individual differences so that we can capitalize on the strengths of a diverse workforce to better perform our mission through teamwork and innovation.

## 2. APPLICABILITY

This directive creates the GSFC Diversity Council and defines the responsibilities and membership of the Diversity Council.

As used in this directive, "diversity" includes a number of important human characteristics that affect an individual's values and opportunities and that influence perceptions of self and others at work. These primary characteristics include, but are not limited to age, ethnicity, gender, ability, race, and sexual orientation. They also include secondary characteristics such as: geographic location, military experience, work experience, income, religion, first language, organizational role and level, communication style, family status, work style, and education.

## 3. AUTHORITY

- a. [NPD 1000.3](#), The NASA Organization
- b. [NPR 1000.2](#), NASA Strategic Management Handbook

## 4. REFERENCES

None.

## 5. RESPONSIBILITIES

The Diversity Council is a permanent body that reports to the Center Director through the Deputy Director. The Diversity Council shall serve as a change agent to promote an inclusive work environment that furthers the Center's vision for diversity and shall identify specific goals to achieve this vision. The Diversity Council shall take action within its authority to create, facilitate, implement, and evaluate actions and programs that further attainment of this vision and goals.

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## 5.1. Scope

### The Diversity Council shall:

- a. Provide leadership to the diversity-related efforts of the Center and coordinate the Diversity Council's work with related activities of the Executive Council, Equal Opportunity Council, Office of Human Resources, Equal Opportunity Programs Office, and Agency.
- b. Identify Center-wide diversity issues and actions.
- c. Propose policies and advocate the provision of resources to ensure adequate support for implementation of diversity related actions. Develop strategies to ensure that the Center attains a highly skilled and diversified workforce that is integrated at all levels.
- d. Ensure that diversity is an integral part of every aspect of Center management policies and practices.
- e. Review and critique directorate diversity plans and actions to ensure consistency and efficacy.
- f. Ensure that management and supervisory training includes appropriate diversity components.
- g. Ensure the development of specific diversity related training.
- h. Ensure that there is an active communications strategy to support attainment of the Center's diversity vision.
- i. Ensure that appropriate metrics are established and that diversity plans, programs, and activities are periodically evaluated.

## 5.2. Membership and Membership Roles

### 5.2.1. The Diversity Council shall be chaired by the Center Deputy Director.

The Diversity Council shall be comprised of the deputy directors of (or associate director level with the Chair's approval), the Director of Human Resources (or assigned representative), the Equal Opportunity Programs (EOP) Manager, the Special Assistant to the Director for Diversity, the Chairs of the Advisory Committees, and representatives from the Unions.

### 5.2.2. The Special Assistant to the Center Director for Diversity serves as the Executive Secretary to the Diversity Council.

### 5.2.3. The Director of Human Resources, the Chief Counsel, the Public Affairs Officer, and the Equal Opportunities Program Manager shall provide staff support and advice in their areas of responsibility to the Diversity Council. The Office of Chief Counsel serves in an Ex Officio capacity.

### 5.2.4. The Advisory Committees consist of the EO Advisory Committees, and the Gay, Lesbian, Bisexual and Transgender Advisory Committee.

## 5.3. Meetings

The Diversity Council shall meet every other month or more frequently if required.

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## 6. DELEGATION OF AUTHORITY

The Deputy Director chairs the Diversity Council and may re-delegate Chair responsibilities to other members of the Council in his/her absence.

## 7. MEASUREMENT

The Diversity Council shall annually review the Center's diversity efforts and shall provide a written report to management and to all Goddard employees.

## 8. CANCELLATION

GPD 3000.1, Goddard Space Flight Center Diversity Council

### *Original Signed by*

Edward J. Weiler  
Director

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### CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	06/27/00	Initial Release
A	03/01/05	<ul style="list-style-type: none"><li>• Added Office of the Chief Counsel as Ex Officio in paragraph 5.2.3</li><li>• Added identification of Advisory Committees since GLBT Advisory Committee was chartered under the Diversity Council on July 29, 2004</li><li>• Changes made to clarify all requirements to clearly distinguish them from supporting text in accordance with the NASA rules review.</li></ul>

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